

December 28, 2020

JULIE LEDOUX
SEATTLE PERMITS & PLANNING LLC
21004 44TH DR NE
ARLINGTON, WA 98223

Re: SDCI #3036857-LU – 11350 23RD AVE NE

Dear JULIE LEDOUX,

Your Lot Boundary Adjustment (LBA) has been examined for consistency with all applicable criteria and is **approved**. This approval is a final land use decision under the Land Use Petition Act and expires 3 years from the date of this letter.

Final LBA recording documents must reflect any issues the Department identified during its review of the application. After submitting the final recording documents to the Department for its review, you will be notified by a Routing Coordinator of any project fees that remain owing and must be paid before the LBA is recorded with King County Recorder.

Instructions are attached for preparing and submitting final recording documents, paying any outstanding project fees, recording the final documents, and securing issuance of your LBA permit. The LBA permit will be issued after the final recording documents have been submitted for Department review, any outstanding project fees have been paid, and the final documents have been recorded.

Thank you,

Jamie Carlson
Email: Jamie.Carlson@seattle.gov
Phone: 206-684-8850
Land Use Planner

Attachment: King County Recording Instruction



Temporary Survey Recording Instructions and Requirements

Final Review & Sign Off

In response to Governor Inslee's Stay Home, Stay Healthy order, the City of Seattle has closed all customer service areas. This affects SDCI's Applicant Services Center, Public Resource Center, and 19th floor reception area. As a result, customers cannot currently bring signed surveys to our counter for recording. We have made temporary changes so that we can continue to process your platting or Lot Boundary Adjustment (LBA) applications.

Final Review and Recording Instructions

1. Email the PDF document of the final survey (no signatures required) to SCI_Address@seattle.gov
2. Mail the signed and rolled hard copies of the final survey to: Seattle Department of Construction and Inspections, Public Resource Center, P.O. Box 34019, Seattle, WA 98124-4019
3. Once the PDF and hardcopy of the survey are received, we will start the final reviews
4. After SDCI approves the final plat, the applicant will be notified if any final fees are due. After all final fees are paid, the hard copies will be delivered by SDCI to King County for Recording
5. If you have questions or concerns, please email the Public Resource Center at PRC@seattle.gov

Requirements

ALL conditions from the SDCI Director's Decision must be met before you submit the final survey maps. You must meet the following requirements:

1. Submit 3 sets for **LBAs and Short Plats** (1 original set with all wet signatures, made with permanent black ink and 2 copies)
2. Submit 4 sets for **Full Subdivisions** (1 original mylar set with all wet signatures, made with permanent black ink and 3 copies)
3. Surveyor's stamp and original wet signature must appear on all pages of the original set
4. Notarized signatures with notary stamp, **no embossing seals**
5. Sheet size must measure EXACTLY 18" x 24"
6. 2" margin on the left and 1/2" margin on all other sides
7. Must have a uniform contrast throughout the document
8. Must not have any material on it that is affixed by adhesive
9. No information should be obscured or illegible due to cross-hatching, no shading or grey scale, or as a result of poor drafting technique such as lines drawn through text or improper pen size selection (letters or number filled in such that 3's, 6's or 8's are indistinguishable)
10. **All signatures must be in black or blue ink**
11. Signatures and seals must be legible on the surveys or the party placing the seal must be otherwise identified
12. Typeface must be at least 8-point; line widths shall not be less than 8-point (vicinity maps, land surveyor's seals and certificates are excluded)
13. Rolled sets (**not folded or creased**)

***King County is obligated by RCW to reject documents for recording not suitable for producing legible reproductions.**

- King County Recording Standards: <http://www.kingcounty.gov/business/Recorders/OnlineFormsandDocumentStandard>
- Washington Administrative Code survey map requirements: <http://apps.leg.wa.gov/wac/default.aspx?cite=332-130-050>

Last Update: 05/12/2020